



MEMORANDUM

TO: School Superintendents, Business Managers, and Charter School Sponsors

FROM: Melissa K. Ambre, Director, Office of School Finance
Jeff Barber, Charter School Specialist
Karla Carr, Manager Data Collection and Reporting

DATE: August 1, 2011

SUBJECT: HEA1002 School Facilities

This memorandum serves as a reminder that the time frame for filing information on school facilities begins today and runs through August 15, 2011.

School Corporation Process

On July 22, 2011, the Department distributed a memorandum that outlined the process for school corporations to enter information on unused or unoccupied instructional buildings. The information is part of the Master File, which can be found at the following link: <http://www.doe.in.gov/data/Sections/MF/index.html>. After the deadline, the Department will compile a statewide list of available facilities and post it to its website on or before August 31, 2011.

Charter School Process

Charter schools interested in using a school building listed on the website should send a letter of intent to the Department of Education to the attention of Jeff Barber. The letter should verify the name and location of the building(s) and the school corporation that owns the building. After verifying the building availability, the Department will notify the school corporation of the charter school's intention to lease the building.

Questions or comments related to this memorandum may be sent to Melissa Ambre by email at mambre@doe.in.gov or by telephone at (317) 232-0841. Questions regarding the Master File/School Directory (DOE-MF) should be directed to Amy Hart by email at ahart@doe.in.gov or by telephone at (317)-232-0809.